













POLICIES ON ASSIGNMENT OF FUNCTIONS  
INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES

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## (II A)

1 Definition - These are purchases from growers, growers' cooperative associations, growers' agents, or approved dealers.

2 Assignment of Function - These purchases shall be made by PMA state and county offices under the direction of the Field Service (FS) Branch and within the limitations of Program Authorizations issued by the Fruit and Vegetable (FV) Branch to the FS Branch. This assignment is made in order that considerable "on-site" judgment may be exercised with respect to the varying local conditions under which purchases are made. The function shall be carried out in accordance with PMA Instruction 124.2, "Purchase Operations Involved in Price Support of Fruit and Vegetable Commodities in Raw Form."

B Purchases of Processed Commodities

1 Definition - These are purchases (a) from processors as direct purchases, (b) from processors who will process raw material purchased by the Government, or (c) from processors who will process raw material purchased by them at Government-specified prices.

2 Assignment of Function - These purchases shall be made by the FV Branch, Washington, either direct or through FV Branch field offices, in order to provide for necessary close coordination of such price support procurement with supply procurement. Both of these activities involve contractual agreements which are consummated more effectively at national levels.

## III DISPOSITION

Disposition includes those operations through which the Government disposes of commodities acquired as outlined in paragraph II above. Such dispositions are classified and operating functions are assigned as follows:

A Disposition of Commodities in Raw Form Including Those Generally Purchased from Producers in Semiprocessed Form - Disposition of these commodities varies according to (1) the commodity, (2) the proximity of the point of purchase to the point of use, (3) how readily such commodity may be substituted for other products in relatively short supply, (4) foreign export, and (5) other related factors.

1 Determination of Outlets

a Food Distribution Programs (FDP) Branch - The FDP Branch shall determine distribution to school lunch programs, child care centers, and public welfare and eleemosynary institutions for food uses. Distribution operations shall be carried out in accordance with PMA Instruction 124.4, "Distribution

POLICIES ON ASSIGNMENT OF FUNCTIONS  
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Administration  
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Price Support and  
Subsidy

(III A 1 a)

Operations Involved in Section 32 Price Support of Fruit and Vegetable Commodities in Raw Form."

b FV Branch - The FV Branch shall determine distribution to all outlets not covered in the paragraph above

2 Plan of Disposition

a Development - The FV Branch, in collaboration with other branches, shall develop a coordinate plan of disposition covering each program docket.

b Operation - PMA state and county offices, under the general direction of the FS Branch, Washington, shall carry out this plan of disposition according to detailed information provided by the appropriate branches and in accordance with PMA Instruction 124.4.

3 Shipping and Storage

a Arrangements between SS Field Office and PMA State Office - When the PMA State Director receives an authorization to conduct a price support purchase program, he shall confer with the chief of the SS field office regarding, among other details of the program, the performance of shipping functions.

(1) Pursuant to this conference, the chief of the SS field office shall deliver to the PMA State Director a supply of U. S. Government Bills of Lading for the use of state office designees with authority to execute them in the name of the chief of the SS field office and to redelegate such authority to his designees.

(2) When conferring with the chief of the SS field office, the PMA state director shall discuss with him the question of whether or not the volume of purchases and other factors considered will warrant the assignment of a SS Branch representative to the purchase area for the performance of shipping functions.

b Designation of Shipping Representative

(1) If the PMA State Director is of the opinion that the volume of purchases and other factors considered do not

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## (III A 3 b (1))

warrant the assignment of an SS Branch representative, his designees shall perform shipping functions as shipping representatives, and the State Director shall furnish them with the necessary U. S. Government Bills of Lading and authority to execute them in the name of the chief of the SS field office.

(2) If it is mutually agreed between the PMA State Director and the chief of the SS field office that a representative of the SS Branch should perform shipping functions, the chief of the SS field office shall assign an SS Branch representative to act as shipping representative and shall furnish him with the necessary U. S. Government Bills of Lading and authority to execute them in the name of the chief of the SS field office.

c Responsibility for Shipping Functions

(1) PMA State Director - The PMA State Director shall be responsible for the carrying out of shipping functions at the point of purchase, in accordance with PMA Instruction 124.3 and technical operating procedures developed by the SS Branch.

(2) SS Branch - The SS Branch shall be responsible for development of technical instructions covering all shipping functions.

d Responsibility for Storage Functions - The SS Branch shall be responsible for storage (except farm storage) functions.

B Disposition of Processed Commodities - Because of the need for coordination of the disposition of processed commodities with contractual agreements, such disposition does not vary according to the factors given in III A above.

1 Determination of Outlets

a FDP Branch - The FDP Branch shall determine distribution to school lunch programs, child care centers, and public welfare and eleemosynary institutions for food uses.

b FV Branch - The FV Branch shall determine distribution to all outlets not covered in the paragraph above.



POLICIES ON ASSIGNMENT OF FUNCTIONS  
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Administration  
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(III B)

2     Plan of Disposition

a     Development - The FV Branch, in collaboration with other branches, shall develop a coordinate plan of disposition covering each program docket.

b     Operation - The FV Branch, either direct or through its field offices, shall carry out this plan of disposition according to detailed instructions provided by the appropriate branches.

3     Shipping and Storage

a     Assignment of Shipping Representatives from SS Branch-  
Upon advice from the FV Branch, the SS Branch through its field offices shall assign shipping representatives from the SS Branch to perform shipping functions when in the opinion of the SS Branch the volume of shipments involved justifies such assignment.

b     Authorization to Purchase Representative to Act as Shipping Representative - The SS Branch shall authorize the FV Branch to have its local purchase representatives perform shipping functions on small volume programs.

c     Storage - The SS Branch shall be responsible for storage functions.

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PURCHASE OPERATIONS INVOLVED IN PRICE SUPPORT OF  
FRUIT AND VEGETABLE COMMODITIES IN RAW FORM

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INTRODUCTION

I PURPOSE AND SCOPE

This Instruction outlines the operations involved in the purchase of fruit and vegetable commodities in raw form (farm products, including those generally sold by producers in semiprocessed form) for price support purposes. The Instruction conforms to functional assignments made in PMA Instruction 124.1. The Instruction describes some shipping and distribution operations but only to the extent necessary to show the purchase representative's connection therewith and the connection between this Instruction and the related shipping and distribution procedures which are contained in Instruction 124.3 and 124.4 respectively.

II GENERAL STATEMENTS AND DEFINITIONS

A Docket - A written proposal for a price support purchase program which, when approved by (1) the Board of Directors, Commodity Credit Corporation (CCC), (2) the Administrator of the Production and Marketing Administration (PMA), and (3) the Secretary of Agriculture, serves as the source of authority for program operations and as the instrument for committing the funds necessary for executing the program.

B Documents - All documents are to be prepared with typewriter ink, or indelible pencil, or as specifically prescribed in this Instruction, and all copies shall be made clear and legible. All erasures or strikeouts must be initialed by all persons whose interests are affected thereby. Tracing or typing over existing type is not permissible.

C Purchase - The acquisition of a commodity on behalf of CCC or PMA under an authorized price support purchase program is considered a purchase after the commodity has been inspected and accepted on behalf of CCC or PMA.

D Section 32 - Refers to Section 32 of Public Law No. 320

E Telegraph Service - Telegraph and telephone services should be used only where absolutely necessary to conduct the program properly. Where wire reports are required under these instructions, such requirements should be modified in all cases where postal service would accomplish delivery of the information within the same time limits.

III REFERENCE TO RELATED PMA FORMS

A Exhibit A to Instruction 113.1 - "PMA State Directors"

B Form PMA-85 - "Directory of Shipping and Storage Field PMA-85  
Offices"

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C Form PMA-301 - "Directory of Area Fiscal Offices" PMA-301

PART I - INSTRUCTIONS TO WASHINGTON OFFICES

I ARRANGEMENTS FOR ISSUANCE OF PROGRAM AUTHORIZATIONS

A By Fruit and Vegetable (FV) Branch - Prior to the preparation of a program authorization, the FV Branch shall consult with (1) the Field Service (FS) Branch in regard to the area(s), time, and method(s) of purchase and the recommendations of the State director(s) in connection therewith, (2) the Food Distribution Programs (FDP) Branch to determine general disposition to be made of commodities purchased under Section 32 programs, and (3) the Shipping and Storage (SS) Branch regarding all shipping and storage aspects of the program.

B By FS Branch - The FS Branch will determine through consultations with State directors that there are adequate facilities for handling commodities purchased and ample supplies of containers complying with carriers' specifications for shipping the commodities. The FS Branch will confer also with the SS Branch regarding all shipping and storage aspects of the program.

II INITIATION OF OPERATIONS UNDER PURCHASE PROGRAM

A Issuance of Authority by FV Branch - Authority to initiate operations under price support programs is contained in program authorizations issued to State directors through the FS Branch. Only FV Branch, Washington, shall have the authority to issue such authorizations or amendments thereto. Details are given in paragraph III below.

B Initiation of Operations by FS Branch - Operations shall be initiated by State directors based upon program authorizations issued by FV Branch and approved, as to direct delegation to the State, by the Director, FS Branch.

III PROGRAM AUTHORIZATIONS

A Issuance by FV Branch - Within the limitations of an approved docket, the Director of the FV Branch, shall issue Form PMA-171, "Program Authorization," to a State director through the Director of the FS Branch. These authorizations to conduct programs are generally permissive but may be made directive (mandatory) by the FV Branch or by the FS Branch with the concurrence of the FV Branch.

PMA-171

B Numbering - A symbol and number shall be assigned to the authorization and shall include the following:

1 The Program Symbol from the Docket - Example: OC-3a. The "0" signifies that the program year is fiscal year 1947; the "C" after

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the first letter signifies that the program involves CCC funds; the first dash signifies that the docket covers purchase; the "3" signifies that the program concerns potatoes; and the small "a" signifies that the program is the first in fiscal year 1947 on potatoes.

2     The State Code - Example: OC-3a-59. The "59" signifies that the authorization is being issued through the FS Branch to the Florida State director.

C     Preparation - FV Branch shall prepare the authorizations in the number of copies prescribed in paragraph D below and shall include:

- 1     Authorization symbol and number
- 2     Date of the authorization
- 3     Commodity, including commodity code(s)
- 4     Total quantity to be purchased, by production areas
- 5     Total funds to be expended
- 6     Maximum price to be paid in the various containers
- 7     Containers to be used and net content thereof
- 8     Minimum grade
- 9     Specific area of purchase
- 10    Period of purchase
- 11    Special provisions for Purchase Announcements
- 12    Method(s) of purchase to be used
- 13    General disposition of purchased commodities. On CCC program authorizations specific limitations shall be stated for the value of commodities to be delivered under each Section 32 program docket.
- 14    Other relevant information; such as, special reports to be submitted by purchase or shipping representatives, limitations as to redelegation of authority by State directors, and so forth.
- 15    Details of methods of purchase and types of vendors.



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D     Distribution

1     A manually signed copy to the Docket Unit, Administrative Services Division, Budget and Management (BM) Branch, for inclusion in the program docket case file

2     Copies as required by FS Branch

3     One copy to FDP Branch

4     One copy to SS Branch

5     Two copies to Fiscal (FI) Branch

6     One copy to Budget Division, BM Branch

7     Copies as required by FV Branch

E     Amendments

1.    General - All amendments shall be issued by the FV Branch in the same manner as for the original authorization.

2    Numbering - The authorization number on an amendment shall be exactly as shown on the basic authorization in accordance with III B above, without reference to the fact that the authorization is an amendment. However, an amendment number shall be shown with the date in the space provided for the date of the authorization; for example, Amend. 3 dated 3-5-47.

3    Final Amendment - Upon the conclusion of operations under a program and upon receipt of information from State office(s) covering total purchases and expenditures, the FV Branch shall issue an amendment to the authorization reducing the authorized expenditure to the amount actually expended or obligated. This amendment shall be clearly marked "FINAL AUTHORIZATION FOR THIS PROGRAM."

F    Approval and Issuance by FS Branch - The Director of FS Branch, or his designee, shall approve PMA-171 as to direct delegation to the State before issuance to the PMA State director concerned.

## IV    DELIVERY INSTRUCTIONS

A    FS Branch - The FS Branch shall transmit to the appropriate branches in PMA all requests for delivery instructions received from purchase representatives or State offices.



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B FV Branch - Upon receipt of requests for delivery instructions, the FV Branch shall furnish delivery instructions to the purchase representative if his request for instructions involves CCC outlets or Section 32 outlets for which FV Branch has responsibility.

C FDP Branch - Upon receipt of requests for delivery instructions involving FDP Branch outlets, FDP Branch shall furnish instructions as prescribed in PMA Instruction 124.4.

V DISTRIBUTION BY FV BRANCH OF DOCUMENTS RECEIVED FROM FIELD OFFICES

A PMA-171 - The copies received from the State office executed by the FV Branch in the portion entitled "Program Authorization" and by the State director in the portion entitled "Buying Direction" shall be retained by FV Branch.

B Purchase Announcement - The seven copies received from the purchase representative shall be distributed as follows:

1 Two copies to the Docket Unit, Administrative Services Division, BM Branch.

2 Five copies retained by FV Branch

C Report of Field Purchases - Upon receipt of the original and one copy of the "Report of Field Purchases," Form PMA-249, from the purchase representative, FV Branch shall PMA-249 distribute as follows:

1 Original to be retained by FV Branch.

2 One copy to FDP Branch on Section 32 programs.

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## VI PERIODIC RE-EVALUATION OF THE PROGRAM

Periodically during a program, operations for each area of purchase shall be re-evaluated by the FV Branch pursuant to its studies of the commodity situation and recommendations received from the FS Branch and the industry. The FV Branch shall issue any amendments necessitated by these re-evaluations.

## VII REPORTS TO THE ADMINISTRATOR

In order to provide administrative control and direction and adequate records of program accomplishments, the Administrator and the branches of PMA concerned with these price support purchase programs will need reports on the conduct thereof. Branch responsibilities in this connection are as follows:

A Fruit and Vegetable Branch

1 Procurement Reports - These reports for FV Branch operations shall be developed by FV Branch and consolidated by FV Branch with the State office reports prescribed in B below. The FV Branch shall prescribe the reports to be submitted by State offices.

2 Distribution Reports - These reports for FV Branch operations shall be developed by FV Branch and consolidated by FV Branch with the FDP Branch reports prescribed in C below.

B State Offices - Procurement reports for PMA State Offices, and purchase office operations shall be developed and submitted by State offices as prescribed by FV Branch.

C Food Distribution Programs Branch - Distribution reports for Section 32 operations under which FDP Branch determines outlets shall be developed and submitted by FDP Branch as prescribed by FV Branch.

D Shipping and Storage Branch - Shipping reports shall be developed by SS Branch and consolidated with other reports of that branch.

## VIII GENERAL INSTRUCTIONS TO ALL BRANCHES

A Deviation from Terms of Authorizations - Units having responsibility under a purchase program may not deviate from the specifications set forth in the current authorization and all current amendments from which they derive their authority.

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B Inadvisable Conditions in Program Authorizations - Each branch concerned is responsible for advising FV Branch immediately upon noting that any PMA-171 contains conditions which appear to be inadvisable.

C Confidential Nature of Authorization - The contents of program authorizations must be considered confidential information and shall not be divulged outside authorized channels of use prescribed in this Instruction. Such information going outside official channels could adversely affect market conditions.

PART - II - INSTRUCTIONS TO STATE AND LOCAL OFFICES

I PMA STATE COMMITTEE

A General Responsibility - The entire operation of a program within a State shall be under the direction and responsibility of the PMA State committee. Any part of this responsibility may be delegated to county committees except as otherwise provided by this or other PMA Instruction, by specific terms of the authorization, or by the Administrator.

B Recommendations that a Program be Made Available - The State committee shall recommend to FS Branch the date on which a price support program should be made available and shall make all necessary recommendations concerning the details of the program. Sufficient advance notice of the need for a program must be given to permit FS Branch to complete necessary arrangements.

C Placing Purchase Representative in Purchase Area - When the State director has been notified that an authorization will be issued for the purchase of a commodity within his State, he shall, with the advice of the county committee(s) concerned, appoint a purchase representative for the purchase area and shall also appoint one or more assistant purchase representatives as needed. A purchase representative or an assistant must be either a member of the county committee, a member of the State committee, or an employee of the PMA State office. The purchase representative may not begin actual purchase of the commodity before receipt of a Buying Direction (see paragraph IV below) from the State office. A list of all appointments, not including assistant purchase representatives, shall be prepared and sufficient copies shall be made to permit the distribution prescribed below. The original and one copy shall be signed by the State director.

1 One signed copy to each purchase representative concerned.



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(I C)

- 2 One copy retained by State director
- 3 One signed copy to Area Fiscal Office
- 4 One copy to SS Branch field office
- 5 One copy to each county office concerned

D Checkloading and Services Agreement

1 Arranging for Services - Whenever it is possible and practicable to obtain checkloading services from a Federal or Federal-State inspection service, the State director shall make the necessary arrangements with the agency for use of its inspectors as checkloaders. The director must have a definite understanding with the agency as to what the services will consist of and at this time should inform the agency of the procedure for submission of claims for payment for checkloading services.

2 Preparation of the Agreement - If checkloading services are to be furnished by an inspection agency, the State director shall prepare Form PMA-388, "Checkloading and Services Agreement," PMA-388 in an original and at least five copies.

3 Execution and Distribution - The original and five copies shall be mailed to the inspection agency with the request that the agency execute and return all copies to the State director. When the copies are returned, the State office shall insert the contract number (see PMA Instruction 455.1, "Contract Symbols and Numbers") and the contracting officer shall execute the original and five copies. Contracts under CCC programs are to be executed over the title of "Contracting Officer" and contracts under Section 32 or other appropriated funds programs are to be executed over the title "Representative of the Secretary." Distribution shall be as follows:

- a Original and two copies to Area Fiscal Office
- b One copy to the inspection agency
- c One copy to the county committee concerned
- d One copy retained by the State office.

E Report to FS Branch, Washington - Before purchasing begins under a purchase program, the State director shall report to FS Branch, Washington,



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the organization and method of handling purchase details which he plans to use in that program. The director will develop much of the information to be reported with the State and county committees, Commodity Advisory Committee, purchase representative, and chief of the appropriate SS field office. The report should be submitted promptly in order that the FS Branch may have ample time for review. After review of the report, the FS Branch will make, to the State director, any necessary suggestions for simplification of the program procedure.

F Allocation - When the quantity offered by growers is in excess of the quantity authorized to be purchased among growers, and the purchase area covers more than one county, the State director shall allocate the total purchase among the affected counties.

G Delivery Instructions - Purchase representatives will transmit to the state office their requests for delivery instructions, except that if a Buying Direction has been issued to only one purchase representative in the State, he may transmit direct to FS Branch, Washington, his requests for delivery instructions involving FV Branch outlets. The State office shall fill requests insofar as possible from Delivery Orders on hand and shall transmit all remaining requests to FS Branch. Delivery Orders forwarded by the State office in accordance with requests from purchase representatives or instructions from FDP Branch, Washington, will consist of the second (yellow), third (blue), fourth (pink), and fifth (white) copies.

H Payment to Vendors and Inspection Agencies - See paragraph XVI.

I Action on Inadvisable Terms of Program Authorization - State directors are responsible for advising FS Branch immediately upon learning through operations that any authorization contains terms which appear inadvisable.

J Action at End of Program - The State office shall:

1 Determine that all unfilled Delivery Orders are returned to the PMA State office in which they originated and that all remaining pink and white copies of Delivery Orders and memorandum copies of bills of lading covering direct distribution shipments are properly distributed.

2 If shipping functions have been performed by designees of the State office, notify the SS field office of the program termination.

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(I J)

3 Advise the inspection agency that the program is concluded and request submission of vouchers covering claims outstanding.

4 Notify the Area Fiscal Office that (1) the program is concluded, (2) all vouchers have either been transmitted or are listed in the notification (not applicable if payments by sight draft have been authorized), (3) future correspondence about the program should be addressed to the State office. Send two copies of this notification to FV Branch, Washington.

5 Report to FV Branch the total purchases and expenditures by purchase areas, including commodity costs, checkloading, and other services but not including transportation and administrative costs.

6 Report to FV Branch the purchase office expenses such as salaries, travel, communication, rent, supplies, and so forth, and report similarly the State office expenses for that program.

7 Report to FV Branch a summary of the disposition of the commodity or commodities purchased under the program.

8 Furnish other reports requested by FV Branch.

9 Check to see that the county committee and the purchase representative have followed the termination procedure prescribed in paragraphs II E and V K.

## II COUNTY AGRICULTURAL CONSERVATION COMMITTEE

A General Responsibilities - Upon delegation by, and under the supervision of, the State committee, the county committee shall be responsible for the administration of the program within the county. It shall be the responsibility of the county committee to (1) see that producers and all other interested persons are correctly informed regarding the program; (2) determine that commodities are delivered to and accepted for PMA only under the terms prescribed in Buying Directions issued by the State director; (3) determine that claims for payment and all supporting documents are properly prepared before they are submitted for payment; (4) provide, in collaboration with the State committee, for the safekeeping of all records; and (5) collaborate with the State committee to see that all prescribed reports are properly submitted.

B Allocation of Purchases - The county committee shall allocate purchases among growers within the county if allocation becomes necessary. In carrying out this function, the county committee shall take into consideration any allocation recommendations made by the commodity advisory committee. See paragraph X of this Part 2 for details.



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C Determining Facilities for Carrying Out the Program

1 No purchases shall be made until the county committee in charge of the program is confident that each step of purchase procedure can be promptly and properly carried out. The general mechanics of making purchases in the field must be organized carefully by the county committee, with the counsel of the Commodity Advisory Committee, the purchase representative, and the shipping representative.

2 Depending on the commodity to be purchased and the containers in which shipment is to be made after purchase, the county committee must ascertain that all necessary materials and services will be available when needed.

D Report to State Committee Prior to Actual Purchasing - The county committee shall furnish the State office (1) an outline of the committee's proposed plan of operation, (2) the committee's recommendations as to grades and prices and so forth, and (3) a resolution by the committee approving the plan for the basis of purchase. In determining this information, the county committee should consult with the Commodity Advisory Committee to the greatest extent possible, and the advice and counsel of that committee should be requested and considered.

E Resolution at Close of Program - At the conclusion of the program, the county committee shall submit to the State office a resolution approving termination of the program. This resolution shall be retained by the State office in its files.

III COMMODITY ADVISORY COMMITTEE

A Formation - Commodity Advisory Committees will be established in accordance with existing FS Branch instructions

B Services of the Committee - The Commodity Advisory Committee should advise the county committee, or the State committee under which the county committee functions, with respect to local conditions and local commodity situations which may affect the formulation and execution of the local purchase program.

IV BUYING DIRECTIONS

Authority for actual purchasing by the purchase representative is delegated by the State director in the space provided therefor, headed "Buying

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## (IV)

Direction", on PMA-171 in accordance with the Program Authorization, also on PMA-171, properly executed by FV Branch and approved, as to direct delegation to the State, by the FS Branch.

A     Issuance by the State Director

1     The State director shall issue the Buying Direction, using space provided therefor on PMA-171, to the purchase representative. Several Buying Directions may be issued under one authorization to several purchase representatives if the State director determines that it is advisable to divide the area of purchase over which he has jurisdiction into several smaller areas.

2     Each Buying Direction and the cumulative total of all issued under one authorization shall be within the limitations prescribed in the authorization issued to the State director. In no instance may a Buying Direction modify those limitations other than to apportion among the various purchase representatives within the area of purchase over which the State director has jurisdiction, the area and quantity of purchase, and the quantity to be delivered under each Section 32 program docket.

B     Numbering Buying Direction - A number shall be assigned to the Buying Direction which shall include the following:

1     The Symbol and Number from Form PMA-171 - Example: OC-3a-59.

2     A Serial Number for the Buying Direction - Example:  
OC-3a-59-1. The final "1" shows that this is the first issued under the OC-3a-59 program authorization.

C     Preparation - The State office shall prepare seven copies of each Buying Direction issued. All spaces provided on the form should be filled in.

D     Distribution

1     Two signed copies to the purchase representative concerned, one copy to be placed in his permanent files and one copy to be used as a working paper.

2     Two copies to FV Branch, Washington

3     One copy to Area Fiscal Office

4     One copy to SS Branch field office



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5 One copy retained in State office.

E Amendments - Upon receipt of an amendment to an authorization, the State director shall issue to the purchase representative concerned an amendment to the Buying Direction in the same manner as for an original Buying Direction and shall indicate the amendment number in the space provided for the date of the Buying Direction; for example, Amend 3 dated 4-1-47. Amendments shall be distributed as prescribed in paragraph D above.

F Deviation from Terms of Buying Direction - Units having responsibility under purchase programs may not deviate from the terms of the current Buying Direction and current amendments. It is important that purchase representatives keep in mind the exact limitations of the Buying Direction.

G Confidential Nature of Buying Direction - The contents must be held as strictly confidential and shall not be divulged outside authorized channels of use as prescribed in this Instruction. Such information going outside such channels could adversely affect market conditions.

V PURCHASE REPRESENTATIVE

A Definition - A purchase representative shall be either (1) a member of the State committee, (2) a member of the county committee, or (3) an employee of the PMA State office. He shall directly represent and clear actions with the State or county committee in the conduct of a program. He shall have assistants as required and authorized. He shall be fully and finally responsible to the State or county committee.

B Beginning the Purchasing - The State director will have placed the purchase representative in the area of purchase prior to receipt of an authorization in order that he may do the necessary preliminary planning and contact work. However, he may not begin the actual purchase of the commodity before receipt of a Buying Direction.

C Issuing the Purchase Announcement - See exhibit A and paragraph VII for details.

D Making the Purchase - The purchase representative shall make the purchase within the limitations of the Buying Direction, issue loading instructions and perform other functions outlined in connection with the various documents prescribed herein.

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E     Requesting Delivery Instructions - The purchase representative shall send his requests for delivery instructions to the State office in the State of purchase, except that if there is only one purchase representative for the program in the State, without regard to any assistants he may have, he may send his request for instructions involving FV Branch outlets direct to FS Branch.

F     Carrying Out Shipping and Delivery Instructions - The purchase representative shall arrange FDP Branch Delivery Orders and other delivery instructions in the order of preference indicated by the shipping schedule, if any. He shall turn the orders and schedules over to the shipping representative if an SS Branch representative has been assigned to the area for performance of shipping functions or he shall effect shipments in accordance with PMA Instruction 124.3 if he has been authorized to perform shipping functions himself. Telegraphic instructions concerning delivery to FDP Branch outlets may be used in lieu of Delivery Orders to effect shipment but the formal Delivery Order must be received by the purchase representative to complete the transaction.

G     Keeping Vendors Informed of Requirements - The purchase representative shall inform vendors of all requirements with respect to loading, inspection, weight certificates, protective services, and so forth. He shall remind vendors that lienholders must be shown on the voucher.

H     Action on Inadvisable Terms of Buying Directions - The purchase representative is responsible for advising the State office immediately upon learning that any Buying Direction contains inadvisable terms or conditions.

I     Observance of Terms of Buying Directions - It is important that the purchase representative adhere to the exact limitations of Buying Directions.

J     Payments to Vendors and Inspection Agencies - The purchase representative shall be responsible for determining that all claims for payment are properly prepared and forwarded without delay to the paying office. He shall sign the Certificate of Receipt on the voucher and shall determine before he does so that the commodity and/or services were received as stated.

K     Action at End of Each Program

1     Reporting Checkloading Claims - The purchase representative shall furnish the State office with a memorandum listing the cars checkloaded for which claims for checkloading have not been submitted.



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2 Advice to State Office - The purchase representative shall notify the State office (1) that the program is terminated and (2) that all vouchers have either been transmitted, or, if outstanding, are listed in the notification.

3 Disposition of Records - The purchase representative shall transmit all Purchase Control Records and all other records, files, and Field Record Envelopes to the county or State committee as instructed, where such records shall become permanent records of the program.

VI CHECKLOADER

A Checkloader - (Receiving Agent) - A person physically present at the time and place of delivery of a commodity to PMA by the vendor for the purpose of determining that PMA receives the quantity of the specified commodity for which the producer will claim payment.

B Responsibilities

1 Meeting Purchase Specifications - Under no circumstances shall the checkloader accept a shipment of any commodity that does not meet PMA purchase specifications. Before the commodity is accepted for shipment, the checkloaders must (a) determine that the commodity meets PMA requirements as to variety or type, size, grade, condition, container, and (b) have evidence that the entire quantity was inspected within the time limit specified by the purchase representative.

2 Condition of Containers - The checkloader shall reject all containers which are broken or otherwise damaged and unfit for shipment. He shall not accept any commodity unless it has been packed in accordance with purchase specification and all containers are in suitable condition.

3 Loading - The checkloader shall determine that the car or truck has been prepared properly to give the greatest protection to the shipment, and that the commodity is loaded and stowed in accordance with best commercial practice, including the use of bracing, bulkheading, ventilating racks, or padding.

4 Container Count - The checkloader must be present personally throughout the process of loading to make a careful and accurate count



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of the number of containers loaded or measured into car or truck. The checkloader shall not under any circumstances accept loader's count as the basis of purchase or acceptance. He shall make a careful and accurate count of the contents of all cars in instances where the commodity being purchased had been previously loaded for commercial shipment.

5     Container Content-Weight - The checkloader must determine, when commodities have been purchased on the basis of net volume content of the containers, that such containers were well filled. The checkloader must determine, when commodities have been purchased on a weight basis, that they were weighed in conformance with PMA requirements and that the entire quantity represented by weight certificates was actually loaded for shipment.

6     Sealing Cars - Immediately upon completion of checkloading, the car shall be sealed and a record made of the seal numbers applied unless shipment without seal has been specifically authorized. The checkloader shall not under any circumstances allow cars which have been checkloaded by him and which are required to be sealed to remain unsealed in his absence.

7     F. O. B. Packing House - Although, under the grower-packer plan of purchase, vendors tender delivery of the commodity in its natural state f.o.b. the packing house, checkloading can not take place until after grading and packing inasmuch as it is not possible until then to determine the quantity of the commodity that will meet PMA purchase requirements.

8     F. O. B. Processor's Plant - Under the grower-processor plan of purchase (delivery f.o.b. processor's plant), the commodity is required to meet PMA purchase requirements at the time of delivery without grading or further handling. Checkloading is evidenced on the voucher by execution of the Processor's Receipt, and the grade is evidenced by the Inspection Certification. Further checkloading is not necessary.

## VII PURCHASE ANNOUNCEMENT

A     General - In notifying the industry and prospective vendors in the area of purchase of grades, prices, and other terms of purchase, a duly authorized contracting officer, with the approval of the State director, shall issue a Purchase Announcement in the form of the specimen announcement attached as exhibit A to this Instruction.

B     Preparation

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1 Inasmuch as items appearing in the Purchase Announcement are developed with the county committee and with the advice of the Commodity Advisory Committee, it may be advantageous to compose and mimeograph Purchase Announcements in the purchase office. However, if circumstances make such action inadvisable, Purchase Announcements may be composed and mimeographed in the State office and mailed to the purchase office for use.

2 All items on the Announcement appearing above the signature are subject to audit. The State director is responsible for determining that only items that should be audited appear in this portion of the Announcement. Remaining information or requirements should be placed in that part headed "Instructions for Vendors" on the reverse of the Announcement.

3 If the Announcement covers an area divided by the State director between two or more purchase representatives, each with a separate Buying Direction, the contracting officer shall include in the announcement the name, office address, Buying Direction number, and area of jurisdiction of each purchase representative concerned.

4 Proper preparation and handling of the Purchase Announcement will help to prevent misunderstanding on the part of the prospective vendors regarding terms and conditions of PMA purchases.

C Numbering - The Announcement shall bear the program authorization symbol and number (Example: OC-3a-59) and shall be numbered in numerical sequence as issued by each issuing office. For numbering amendments, see paragraph F below.

D Contents

1 A clear and definite outline of the basis on which the commodity will be purchased.

2 Price, grade, type of package, inspection, weight certificate requirements, and other terms and conditions, expressed in sufficient detail to give prospective vendors, checkloaders, and inspectors complete information as to how purchases are to be made.

3 Reference to protective services to be furnished, as well as indication of who will pay charges incident thereto. This is

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extremely important, as checkloaders and inspectors rely on the Purchase Announcement as the source of information to be used in the preparation and execution of necessary substantiating documents.

E     Distribution - Distribution shall be by the issuing office.

1     Within PMA

- a     Ten copies to State office
- b     Two copies to SS field office
- c     Two signed copies to Area Fiscal Office
- d     One copy to FV Field office concerned
- e     Seven copies to FV Branch, Washington

2     Outside PMA

- a     All prospective vendors within area affected
- b     Checkloaders
- c     Federal-State Inspection Service
- d     Representatives of State Department of Agriculture
- e     Local office of appropriate Market News Service
- f     Members of county committees affected
- g     Members of Commodity Advisory Committees affected
- h     State Extension Service
- i     County agricultural agents affected
- j     Newspapers within or serving area affected
- k     Other interested parties

F     Amendments - The contracting officer, with the approval of the county committee, shall issue amendments to Purchase Announcements in the event changes are authorized in prices, grades, or other terms of purchase. Amendments shall be given the number of the Announcement, plus "Amend 1", "Amend 2", and so forth. Distribution shall be the same as for an original Announcement.



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VIII OFFER OF SALE

A Informal - Under the announced-price method of purchase, (1) the vendor submits an informal offer of sale, which may be either verbal or written, to the purchase representative either direct or through the county committee, (2) the purchase representative accepts the offer only in accordance with the terms and conditions of the Buying Direction and in no case exceeding the limitations contained in the Buying Direction, and (3) the purchase representative instructs the vendor to load in cars.

B Formal - Under the offer and acceptance method of purchase, the vendor submits directly to the purchase representative a formal written offer of sale in a form specified by PMA prior to the opening of the program. Formal acceptance of the offer by an authorized contracting officer completes the contract after which instructions to load are issued to the vendor. The contracting officer assigns a contract number in accordance with PMA Instruction 455.1 and cites the contract in his acceptance. The original and two copies of the offer and one signed and two unsigned copies of the acceptance are forwarded to the Area Fiscal Office.

IX LOADING INSTRUCTIONS

A General - A schedule as to the time the vendor is to load the commodity should be developed jointly by the purchase representative and the shipping representative, and the vendor should be given full instructions as to the time and method of loading, and so forth. The purchase representative may issue Form SMA-1292, "Loading Instructions", SMA-129 when a large volume of purchases is being made or when because of other reasons the issuance of this form is considered advisable for directing vendors as to the time and method of loading.

B Preparation - SMA-1292, if used, shall be prepared by the purchase office in an original and two copies. The purchase office shall assign thereto from the Purchase Control Record a purchase number and shall make the necessary notation in the Purchase Control Record. This number shall be typed in a conspicuous place on the Loading Instruction; for example, "PN-2". This requirement shall be followed without exception. See paragraph XVII-A for details of the purchase number and the Purchase Control Record.

C Distribution

- 1 Original, signed, to the vendor
- 2 One copy, signed, to the inspector-checkloader

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3 Two copies to the shipping representative who shall attach one copy to the bill of lading as a memorandum to the inspector-checkloader and return one copy after use for filing in the appropriate Field Record Envelope (see paragraph XVII-B for information on Field Record Envelopes).

## X ALLOCATION OF PURCHASES

A General - It shall be the responsibility of the county committee to allocate in an equitable manner among the offering vendors in the county the quantity of the commodity to be purchased whenever the vendors in the county offer an aggregate quantity in excess of the quantity authorized to be purchased in the county. In carrying out this function, the county committee will take into consideration any allocation recommendations made by the Commodity Advisory Committee. Each county committee in the area covered by the purchase representative's Buying Direction shall transmit such allocation in writing to the purchase representative. It will be necessary for the purchase representative to obtain only the originals of the allocations. He shall carry out purchases according to such allocations(s), and shall then file the allocation document(s) in the purchase office files. The signed allocation shall state:

"Under the Production and Marketing Administration's (program symbol and number) purchase program, the (blank) county committee hereby allocated as follows:

- 1 (List the name and address of each vendor)
- 2 (List the loading point(s))
- 3 (List the quantity offered by each vendor)
- 4 (List the quantity to be accepted from each vendor)

Signature \_\_\_\_\_ Chairman

\_\_\_\_\_ County Committee"

B Summary of the Allocation - A summary of the information contained in the allocation(s) shall be transmitted immediately to the State office.

## XI CERTIFICATE OF ORIGIN

A General - If a commodity is produced within the authorized area of purchase but is delivered to the PMA outside that area and different prices are authorized for the two areas, the purchase representative shall secure a certificate of origin from the vendor:

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B Preparation - The certificate of origin from the vendor shall be in the form of a letter in an original and four copies addressed to the State director and signed by the vendor. The vendor shall certify therein that (a) the purchased quantity of a given unit of a given commodity was sold and delivered to PMA at the given point of purchase on a given date, and (b) the commodity was as represented by the given grade certificate and was grown within the given area of purchase.

C Distribution

- 1 Original, signed, and one copy to the paying office with the vendor's claim for payment
- 2 One copy to State office for its files
- 3 One copy filed in Field Record Envelope
- 4 One copy to vendor

XII WEIGHT

A General - If the commodity is purchased in bulk or otherwise so as to require verification of the weight, the vendor is required to furnish a weight certificate substantiating the quantity of the commodity for which payment is claimed. The only form of certificate acceptable as the basis of payment will be an official weighmaster's certificate if a licensed public weighmaster is available. If such is not available, other types of certificate as indicated in paragraphs 2, 3, and 4 below will be acceptable. The certificate shall be filed in the Field Record Envelope and the purchase representative shall execute the Certificate of Receipt on the voucher. It shall be the responsibility of the purchase representative to determine that the certification on the voucher is substantiated by a certificate properly executed and filed in the Field Record Envelope as prescribed herein.

- 1 Certificate of Licensed Public Weighmaster - This type of certificate shall be executed with the weighmaster's official seal affixed, if required by State law. If a seal is not required, the official should indicate that fact on the certificate. The certificate shall be on recognized forms in accordance with the requirements of the State of purchase or if the weighmaster is unable to issue a recognized form of weighmaster's certificate, he may substitute "Public Weightmaster's Certificate," Form FDA-596, or a certificate on his official letterhead or FDA-596 other stationery.



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2 Weight Determined by Public or Private Scales - The PMA representative may utilize the services of public or private scales which he considers adequate for determination of the weight. Scale tickets executed by operators of such scales will be acceptable either on their own forms or on FDA-596.

3 Weight Determined with the Use of Standard Containers  
When supervising this determination of weight the PMA representative shall (1) determine the net weight of the standard containers used, by weighing the contents of a representative number of the containers, (2) determine that the containers are filled with the proper measure of the commodity, and (3) make an accurate count of the containers used. The certificate shall be by the PMA representative as follows: "I certify that I supervised the determination of the weight of the above described commodity and that the contents of (number and name of containers), each containing, as determined by weighing a representative number of the containers, (number of pounds or other unit of measurement prescribed by the terms of the purchase), were delivered to PMA."

4 Weight Determined by Conversion from Volume Measurement  
When it is necessary to determine by volume measurement the weight of the commodity delivered, the PMA representative shall (1) determine the volume of the commodity in cubic feet, and (2) convert the cubic feet into hundredweight by dividing by the official factor. The certificate shall be by the PMA representative as follows: "I certify that the weight of the above described commodity was determined to be (quantity), which was determined by conversion from the volume of (number) cubic feet." Work sheets used in determining the weight by conversion from volume measurement shall be in sufficient detail to reflect exactly how the quantity was determined and the work sheets shall be retained in the Field Record Envelope.

B Certificate of Track Scale Weight - This certificate shall be obtained from the railroad in all cases of shipment in bulk by rail involving a sales contract at destination. The PMA representative can obtain the certificate by typing on the bill of lading "Weigh at first track scale in transit and forward weight certificate to \_\_\_\_\_ (show name and address of purchase representative)." It shall be the purchase representative's responsibility to (1) determine that he receives all necessary certificates, (2) post basic data concerning the weighing to his memorandum copy of the U. S. Government or commercial bill of lading, (3) indicate the purchase number and sales contract number on the certificate, and (4) forward the certificate to the Area Fiscal Office. If the certificate involves more than one carlot he shall list them on the certificate with specific identification of each car number with its related sales contract number and purchase number. The shipping representative shall assist the purchase representative in every possible way in obtaining

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necessary certificates from the carrier and shall police the receipt of the certificates upon advice from the purchase representative that they appear to be delayed.

XIII INSPECTION AND INSPECTION CERTIFICATE

A General

1 Inspection shall be performed by the Federal-State Inspection Service unless other instructions are given in the Buying Direction.

2 All perishable commodities must be inspected within 48 hours prior to acceptance by PMA unless the Buying Direction provides otherwise.

3 Vendors must arrange for the inspection and furnish official inspection certificates without cost to PMA unless the Buying Direction authorizes otherwise.

4 The voucher may be submitted for payment prior to receipt of the inspection certificate if the inspector certifies on the voucher to the grade and quality of the commodity delivered.

5 Inspection Certificates will not be required on fresh vegetables purchased in farmers' markets. However, the inspector of such will be required to certify to the grade and quality on the claim for payment.

B Preparation and Disposition of Inspection Certificates

1 The original and two copies of the official inspection certificate shall be furnished the purchase representative. The original and one copy shall be signed by the inspector and the unsigned copy shall show the name of the inspector.

2 The certificate shall show the name of the applicant, the car number or truck license number, or other information sufficient to identify positively the particular lot inspected. If a number of vendors participate in the carload the certificate shall include the name and address of each vendor and the quantity tendered by each.

3 Generally, all commodities will be purchased on the basis of established U. S. Standard Grades. In some instances, when authorized in the Buying Direction, combination or special grades may



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be used. When established grades are used, no difficulty is likely to arise in expressing the grade on the inspection certificate. In cases where a combination or special grade is authorized, inspectors should be advised of PMA grade requirements and should be requested to express the actual grade of the commodity in such a way that there will be no doubt that the commodity meets PMA specifications.

4 Upon receipt of the certificate, the purchase representative shall insert the Delivery Order number, the vendor Notice to Deliver number or the warehouse Notice to Deliver number, whichever is applicable, and the purchase number in the upper righthand corner. See XVII-A-2-c.

5 Any change affecting the value of the certificate must be initialed by the issuing inspector or by a person in authority qualified to sign for the inspection service.

6 The certificate and copies shall be retained in the Field Record Envelope if the inspector executes the certification of grade and quality on the voucher. If he does not, the original and one copy of the inspection certificate must accompany the voucher to the paying office.

#### XIV PROTECTIVE SERVICES

A Icing or Heating by Vendor - Occasion may arise when it is advisable to have icing or heating performed by a vendor. In such cases the cost involved shall not exceed that stated in the common carrier's tariff applicable to the point of shipment and the vendor shall bill PMA for the cost of such performance. The vendor shall indicate on the voucher the details of the service, such as the number of pounds of ice used and the cost, and shall attach to the voucher the icing or heating ticket or other evidence substantiating the claim for the service rendered. The purchase representative shall determine that the service was received as indicated before he executes the certificate of receipt on the voucher.

B All Other Protective Services - Unless specifically authorized otherwise in PMA-17, all other protective services required of the vendor such as stowing, bracing, bulkheading, ventilating, and padding shall be performed at vendor's expense.

#### XV CONSIGNEE'S RECEIPT OR COMMERCIAL BILL OF LADING

A Preparation - Form CCC-108, "Consignee's Receipt," shall CCC-108 be obtained by the purchase representative from the consignee when the commodity is delivered to the consignee or his agent in the area of purchase except when shipment is made on a commercial bill of lading and



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the consignee or his agent is not present to sign CCC-108. In this case three copies of the commercial bill of lading shall be obtained in lieu of CCC-108. CCC-108, if obtained, shall be prepared in an original and four copies as indicated by the headings thereon and shall be signed by the consignee to whom the commodity is delivered. The purchase representative shall insert the purchase number on each copy of the CCC-108 or commercial bill of lading.

B Distribution of CCC-108

- 1 Original and one signed copy to the Area Fiscal Office with the Report of Field Purchases
- 2 One carbon signed copy to consignee
- 3 One carbon signed copy to the paying office with the vendor's claim for payment
- 4 One carbon signed copy in Field Record Envelope

C Distribution of Commercial Bill of Lading

- 1 One copy to paying office with vendor's claim for payment
- 2 One copy to Area Fiscal Office with the Report of Field Purchase
- 3 One copy to Field Record Envelope

XVI PAYMENTS TO VENDORS AND INSPECTION AGENCIES

Payments to vendors for commodities acquired and to inspection agencies for checkloading services performed shall be made by sight draft or check. The purchase representative shall forward all claims for payment, together with supporting papers, to the State office when payment is to be made by sight draft and to the Area Fiscal Office when payment is to be made by check.

A Payment by Check

- 1 Payment under Section 32 Programs - Shall be made by check through the Area Fiscal Office.

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2 Payment under CCC Price Support Purchase Programs - Shall be made by check through the Area Fiscal Office except when specific authorization is given for payment by sight draft.

B Sight Draft Payments - Payment under CCC price support purchase programs may be made by CCC sight draft when authority for making such payments has been delegated to the State director. Payments by CCC sight draft shall be made under conditions set forth in the delegation and in accordance with instructions prescribed by the FI Branch.

## XVII RECORDS

A Purchase Control Record

1 Use - The purchase representative shall maintain a "Purchase Control Record," Form PMA-248, for each Buying Direction PMA-248 received and shall enter thereon all price support acquisitions and dispositions including all disposal of commodities acquired and placed in farm storage.

2 Preparation - In connection with the requirement in paragraph XVIII-B-1 below concerning use of separate sheets for reporting certain transactions, the purchase representative may find it advantageous to follow this practice also in connection with PMA-248. The items on PMA-248 requiring explanation are explained below.

a Item (2) - Enter the street address, city or town, and State.

b Item (4) - This will be the complete Buying Direction number; for example, OC-3a-59-1.

c Item (5) - The sheets of the record maintained for the Buying Direction given in item 5 shall be numbered in numerical sequence. After "PAGE" on each of the sheets enter the page (sheet) number. At the conclusion of the program and after all purchases and dispositions under that Buying Direction, including all acquisitions placed in or taken from farm storage, have been entered, insert the total number of pages in the record in front of the word "PAGES" on each sheet of the record.

d Item (6) - The purchases made under the Buying Direction given in item 4 shall be numbered in numerical sequence, beginning with 1 for the first purchase listed on the first day of purchase and continuing in numerical sequence to and including the last purchase of the last day; for example, if twenty-five purchases are made the first day they will be numbered 1 through 25 and 26 will be the number of the first purchase on the second day.

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(1) Each car or truck will be numbered as a separate purchase. If more than one car or truck is loaded in one day from the same vendor, each will be numbered as a separate purchase. If more than one vendor loads in the same car the purchase from each vendor will be numbered as a separate purchase.

(2) Commodities placed in farm storage will be assigned a purchase number when they are acquired and placed in farm storage. All or any part of the quantity so stored under that purchase number will retain that original purchase number when moved from farm storage or condemned, regardless of the number of days or loadings involved in the movement or condemnation.

(3) Insert the purchase number on the voucher and all supporting papers. The purchase number on the voucher must be clearly identified with the related car or truck number.

e Item 7 - Enter the type of container and the unit of measurement presented in the Buying Direction; for example, 100# sack; Bulk CWT.

f Items 8a, 8c, 8e - Enter the number of units given in item 7; for example, if "Bulk CWT" is given in item 7, enter the number of hundredweight in item 8 under the appropriate grade, and if "100#" Sack is given in item 7 enter the number of sacks in item 8 under the appropriate grade. The number of units of more than one grade may be entered on the same line provided all items as entered apply to the same purchase number.

g Item 10 - Indicate in this column the origin of the commodity. If the commodity was purchased direct from a vendor, enter the work "Vendor," but not the vendor's name. If the commodity was under loan when acquired, enter the loan number, indicating that it is the loan number; for example; LN 598. If the commodity was previously recorded as placed in farm storage, and is now being recorded, with the same purchase number, as a disposal from farm storage, enter "Farm Storage" or "FS."



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h Item 11 - Using the titles in the heading of item 11 as a guide, insert all the information descriptive of the disposition. More than one of these titles may apply to one purchase; for example, in the direct distribution of a commodity the name of the consignee, the city and State of destination, and the Delivery Order number would be entered.

(1) Insert the Delivery Order number if shipment is based on a Delivery Order prepared by a distributing agency.

(2) Insert the vendor or warehouse Notice to Deliver number if the movement is of a type requiring assignment of such a number by the shipping representative. Refer to Shipping and Storage Branch Instructions for details of assignment of Notice to Deliver numbers by the shipping representative.

(3) Insert "Local Delivery" or "Lo-Del" if the commodity is delivered locally without transportation cost to the Government. This includes a commodity taken out of farm storage for local delivery and includes also a commodity to which title passes from the Government at origin.

(4) Insert "Farm Storage" or "FS" if the commodity is being placed or left in farm storage and in this case enter also the name and address of the person doing the storing.

(5) Insert "Condemned" if the commodity in farm storage is being condemned.

i Item 12 - These three columns may be used as desired by the purchase representative.

B Field Record Envelopes - The purchase representative shall use a separate form PMA-74, "Field Record Envelope," for each purchase PMA-74 transaction. The envelope shall contain copies of the vendor's claim, bill of lading or Consignee's Receipt, Inspection Certificate, weight certificate, loading instructions if any, and other related papers. The envelope shall be kept in an active file until the claim has been forwarded for payment and shall then be placed in an inactive file.

#### XVIII REPORT OF FIELD PURCHASES

A General - The purchase representative shall prepare and submit PMA-249 for each program for which a Buying Direction is received. The report shall be submitted each Friday as of the end of the previous day,

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except that interim reports shall be filed without regard to the day of the week as soon as PMA 248 contains sufficient completed purchases not previously reported to fill at least one sheet of PMA-249. The purchase representative shall continue to submit reports at least weekly until the program is terminated, until all purchases and their disposition have been reported on PMA-249, and until all commodities placed in farm storage have been reported as disposed of by movement from farm storage or by condemnation.

B Preparation

1 General - The report shall be prepared in an original and five copies on a typewriter. Items 1, 4, and 6 through 11 may be copied from PMA-248. Item 13 on PMA 249 may be copied from item 2 on PMA-248. Each of the following types of transactions shall be included on a separate sheet: (a) acquisitions placed or left in farm storage, (b) commodities being moved from farm storage, (c) commodities in farm storage being condemned, (d) commodities purchased and immediately shipped, and (e) commodities purchased and immediately condemned. These separate sheets may be forwarded together as a single report bearing the same report number in item 3 but different page numbers in item 5.

2 Item (3) - Number each report submitted whether weekly, daily, or for correction of previous reports, beginning with 1 for the first report and continuing with 2 for the second, and so forth. If a report is submitted consisting of more than one sheet, each sheet will bear the same report number. On the final report for the program insert "FINAL" immediately under the report number in item 3, as an indication to recipients of the report that the program is completed, that all purchases and dispositions have been reported, that there is no commodity remaining in farm storage, and that no further reports (original or correction) are contemplated.

3 Item 5 - The pages of each report shall be numbered in numerical sequence and the appropriate page number shall be entered in item 5 on each sheet after "PAGE." The number of pages or sheets in a report shall be shown on each sheet of the report in front of "PAGES" in item 5. For example, if a report is submitted consisting of 15 sheets, the pages will be numbered from 1 to 15 and the figure "15" will be shown on each page in front of the word "PAGES" in item 5. The fifth sheet would be page 5 of 15 pages; the tenth sheet, page 10 of 15 pages, and so forth.

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4 Item 14 - The purchase representative shall sign the original and all copies of the last sheet of each report. The copies may be signed in carbon.

C Correction Reports - If information that has been reported on PMA-249 is determined to be incorrect, a separate PMA-249 shall be prepared and submitted. A report number will be assigned in item 3 in the same sequence as regular reports. The word "Correction" also shall be entered in item 3. All other items shall be completed as though the report were an original, the purchase number remaining the same as originally reported.

D Reports for Weeks in Which No Purchases or Dispositions are Made - PMA-249 shall be prepared and submitted showing appropriate entries in items 1 through 5, 13, and 14 and showing "NONE" across the face of the form.

E Distribution - PMA-249 in an original and five copies shall be distributed by fastest mail each Friday in envelopes marked "RUSH-FIELD PURCHASE" as follows:

- 1 Original and one copies to FV Branch, Washington
- 2 One copy to Area Fiscal Office
- 3 One copy to SS Field Office
- 4 One copy to State office.
- 5 One copy retained by purchase representative

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UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION  
103 South Ninth Street  
Yates Building - Boise, Idaho  
(Telephone -688)

P. A. No. 1

September 1, 1946

PURCHASE ANNOUNCEMENT  
PROGRAM - M-3a-82

The Production and Marketing Administration, United States Department of Agriculture, 103 South Ninth St., Yates Building, Boise, Idaho, announces that it will consider the purchase of Irish (white) potatoes in the principal producing areas in Idaho, subject to the following terms and conditions.

GRADE REQUIREMENTS: Potatoes must be U. S. No. 2 or better; 2 inch minimum size. Vendors shall furnish the PMA, at their expense, official inspection certificates issued by the Federal-State Inspection Service.

PRICES: The following prices f.o.b. point of delivery will be paid by the PMA for potatoes which may be accepted and delivered to the PMA.

U. S. No. 1, 2" minimum - \$0.70 per cwt. - Commodity Code 3640200  
U. S. No. 2, 2" minimum - \$0.50 per cwt. - Commodity Code 3640100

PACKAGE: All potatoes delivered to the PMA must be packaged in new sacks, each containing one-hundred pounds net weight of potatoes.

PERIOD OF PURCHASE: Purchase will begin on the date of this announcement and continue to and including September 10, 1945.

OTHER TERMS AND CONDITIONS: Purchases will be made only from growers, cooperative associations of growers, or their authorized agents, or dealers. Vendors are cautioned that in making sales to the Government and in submitting claims for payment for potatoes delivered to the PMA, they must disclose any liens that may be outstanding against the commodity. Failure to disclose lienholders, or misrepresentation of the actual ownership of the commodity may be prosecuted under provisions of the U. S. Criminal Code.

LOCATION OF PURCHASE OFFICES:

116 Kasiska Building, Pocatello, Idaho, PMA Purchase Representative,  
John Does, Telephone 688.  
111 North Street, Rupert, Idaho, PMA Purchase Representative,  
John Smith, Telephone 42.

/s/ Richard Roe  
Contracting Officer

5-2-47

## INSTRUCTIONS TO VENDORS

LOADING: Vendors shall load in refrigerator cars in accordance with good commercial practice. Minimum carload shall be 360 - 100# sacks. Vendors may deliver to the PMA at the nearest railroad loading point. The PMA will not be responsible in any way if prospective vendor proceeds to load prior to receipt of appropriate instructions from the office of the Purchase Representative. Vendors must notify the Federal-State Inspector when ready to load in order that the quantity loaded may be accurately determined. Vendors must notify the Purchase Representative immediately if, for any reason, an authorized loading is delayed or not completed.

INSPECTION: Inspection must have been performed within forty-eight (48) hours prior to time potatoes are tendered for delivery to the Administration.

PAYMENT: Payment to vendors for purchases by the PMA will be speeded up considerably if vendors who sell the commodity can be present at the scene of loading in order that they can present invoices at that time. If they cannot be present at the scene of loading, it will be necessary for the Purchase Representative to receive invoices by mail, which will delay payment.

DETENTION OR DEMURRAGE CHARGES: Vendors shall be responsible for and shall make payment to local agents of the originating carrier at shipping point for all detention, demurrage, or protective service charges which may have accrued prior to the acceptance of the potatoes by the PMA. The time of acceptance of the potatoes by the PMA will be considered to be the hour and date loading is completed by vendor, except that (particularly where car had previously been loaded for commercial movement) such acceptance shall not be prior to tender of delivery to the PMA, or, in any event, prior to completion of inspection by the Federal-State Inspection Service. Copies of carrier's receipted bill will be required as evidence of payment of such charges.

COMMODITY ADVISORY COMMITTEE: The following Commodity Advisory Committee (in addition to the County Agricultural Conservation Committee) has been selected to advise and assist the PMA in this purchase program.

<u>NAMES</u>	<u>ADDRESSES</u>
Charles J. Jones	Idaho Falls, Idaho
L. H. Smith	Twin Falls, Idaho
Ralph A. Doe	Lampa, Idaho
Luke V. Black	Buhl, Idaho
Preston Brown	Burley, Idaho

Interested parties, wishing to sell potatoes to the PMA or desiring further details relating to the program, should communicate with a member of the Commodity Advisory Committee, a member of the County Agricultural Conservation Committee, or with the Purchase Representative of the PMA.

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